

**INSTRUCTIONS FOR COMPLETING DD FORM 1540,
"REGISTRATION FOR SCIENTIFIC AND TECHNICAL INFORMATION SERVICES"**

A. WHO IS ELIGIBLE

The Defense Technical Information Center's (DTIC's) products and services are available to U.S. Government organizations, their contractors, subcontractors and potential contractors. In order to register for these services, all applicants are required to complete the DD Form 1540.

B. WHERE TO FILE

Completed DD Forms 1540, and other related correspondence, should be mailed to:

Defense Technical Information Center
DTIC-BCS, Registration Branch
8725 John J. Kingman Road
Suite 0944
Fort Belvoir, VA 22060-6218

Telephone: (703) 767-8273
Fax: (703) 767-8228

C. RESTRICTED DATA AND/OR CNWDI

U.S. Government (Non-DoD) organizations requesting access to Restricted Data and/or CNWDI must have the Department of Energy notify DTIC in writing that the individual listed as the point-of-contact (Item 4, "Attention") on the DD Form 1540 is authorized to receive such data.

D. GENERAL INSTRUCTIONS

1. U.S. Government Organizations

(1) Section I - General Information. All applicants must complete Section I in full.

- DoD organizations complete only Section I if requesting access to unclassified/unlimited or unclassified/limited data. DoD organizations should include DSN numbers where noted.

- Non-DoD Government organizations complete only Section I if requesting access to only unclassified/unlimited data.

(2) Section II - Security Officer. All U.S. Government organizations requesting access to classified data must obtain the signature of their organization's security officer. The security officer certifies that the organization listed in Section I may receive and store classified data at the access level indicated in Section I (Item 11, "Type of Access Desired").

(3) Section III - Prime Contractor Approval. Leave blank.

(4) Section IV - U.S. Government Approving Official. DoD organizations must complete Section IV if requesting access to classified data. Non-DoD Government organizations must complete Section IV if requesting access to unclassified/limited or classified data. Signature of Government Approving Official is required.

- Approving Official for DoD organizations is any designated official, such as the Commanding Officer, Technical Director, etc.

- Non-DoD Government organizations refer to DTIC's registration guide for the address of their approving official.

(5) Section V - Subject Fields and Groups. All U.S. Government organizations requesting access to classified data must select the pertinent subject fields of interest based on user need-to-know requirements.

2. Contractors, Subcontractors, Potential Contractors, CRDA Partners, and Grantees

Access to export-controlled data requires DTIC's receipt of a certified copy of the DD Form 2345, "Militarily Critical Technical Data Agreement." Access to classified data requires approved facility clearance from the Defense Investigative Service (DIS). For more information, refer to DTIC's registration guide.

(1) Section I - General Information. All contractors, subcontractors, and potential contractors must complete Section I in full. Cite your prime contract number and expiration date in this section.

(2) Section II - Security Officer. Leave blank.

(3) Section III - Prime Contractor Approval. All subcontractors must complete Section III. Cite your subcontract number and expiration date in this section.

(4) Section IV - U.S. Government Approving Official. All contractors, subcontractors, and potential contractors must complete Section IV. Signature of Government approving official is required. (Refer to DTIC's registration guide for information on who may qualify as the approving official.)

(5) Section V - Subject Fields and Groups. All contractors, subcontractors, and potential contractors requesting access to classified data must select the pertinent subject fields of interest based on user need-to-know requirements.

E. AFTER REGISTRATION

(1) DTIC will mail a numeric user code and additional information to the user upon completion of registration.

(2) Registered DTIC users must notify DTIC in writing of any changes to their current DD Forms 1540.

(3) Registered DTIC users receive a notice from DTIC 60 days prior to the scheduled expiration date of their service.

F. ADDITIONAL INFORMATION

For a more complete instructional guide, refer to the "Registration Guide to the Defense Technical Information Center (DTIC)." Copies may be obtained from the address in Paragraph B.

REGISTRATION FOR SCIENTIFIC AND TECHNICAL INFORMATION SERVICES					<i>Form Approved</i> <i>OMB No. 0704-0264</i> <i>Expires Jun 30, 2001</i>	
<p>The public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0264), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. SEND YOUR COMPLETED FORM TO: DEFENSE TECHNICAL INFORMATION CENTER, ATTN: DTIC-BCS, 8725 JOHN J. KINGMAN ROAD, SUITE 0944, FORT BELVOIR, VA 22060-6218.</p>						
SECTION I - GENERAL INFORMATION <i>(All applicants must complete Section I.)</i>					FOR DTIC USE ONLY	
1. ORGANIZATION NAME			2. SUBORGANIZATION NAME		DTIC USER CODE	
3.a. STREET ADDRESS		b. CITY		c. STATE	d. ZIP CODE	
4. ATTENTION					RENEWAL DATE (YYYYMMDD)	
a. NAME <i>(Last, First, Middle Initial)</i>		b. POSITION/TITLE		c. OFFICE SYMBOL		USER TYPE
5. TELEPHONE NUMBER <i>(Include area code)</i>		6. FAX NUMBER <i>(Include area code)</i>				
a. COMMERCIAL		b. DSN		a. COMMERCIAL		b. DSN
7. INTERNET E-MAIL ADDRESS		8.a. PRIME CONTRACT NUMBER <i>(Or other appropriate number) (Contractors only)</i>		b. EXPIRATION DATE (YYYYMMDD)		FACILITY SECURITY CLEARANCE
9. CURRENT OR FORMER USER <i>(X one)</i>		10. MILITARILY CRITICAL TECHNICAL DATA AGREEMENT CERTIFICATION NUMBER <i>(Contractors only)</i>				SECURITY CLEARANCE
<input type="checkbox"/> YES <i>(Enter DTIC user code)</i>		<input type="checkbox"/> NO				TYPE
						RD
						CNWDI SIGMA
						NATO
11. TYPE OF ACCESS DESIRED <i>(X as applicable)</i>						
<input type="checkbox"/> UNCLASSIFIED/UNLIMITED		<input type="checkbox"/> UNCLASSIFIED/LIMITED		<input type="checkbox"/> CONFIDENTIAL		<input type="checkbox"/> SECRET
						<input type="checkbox"/> RESTRICTED DATA
						<input type="checkbox"/> CNWDI
						<input type="checkbox"/> NATO
SECTION II - SECURITY OFFICER <i>(All U.S. Government organizations must complete Section II if requesting access to classified data.)</i>						
12. SECURITY OFFICER CERTIFICATION						
I certify that the organization listed in Section I may receive and store classified data at the access level indicated in Section I.						
a. NAME <i>(Last, First, Middle Initial)</i>				b. ORGANIZATION NAME		
c. (1) STREET ADDRESS				(2) CITY		(3) STATE
d. TELEPHONE NUMBER <i>(Include area code)</i>				e. SIGNATURE		f. DATE SIGNED (YYYYMMDD)
(1) COMMERCIAL		(2) DSN				
SECTION III - PRIME CONTRACTOR APPROVAL <i>(All subcontractors must complete Section III. Prime Contractor's signature is required.)</i>						
13. PRIME CONTRACTOR ORGANIZATION NAME				14.a. SUBCONTRACT NUMBER		b. EXPIRATION DATE (YYYYMMDD)
15.a. STREET ADDRESS				b. CITY		c. STATE
16.a. PRIME CONTRACTING OFFICER NAME <i>(Last, First, Middle Initial)</i>				b. POSITION/TITLE		
c. TELEPHONE NUMBER <i>(Include area code)</i>		d. SIGNATURE				e. DATE SIGNED (YYYYMMDD)
SECTION IV - U.S. GOVERNMENT APPROVING OFFICIAL <i>(All contractors, those DoD organizations requesting access to classified data, and Non-DoD Government organizations requesting access to unclassified/limited or classified data must complete Section IV. Government Approving Official's signature is required.)</i>						
17. APPROVING ORGANIZATION NAME		18.a. STREET ADDRESS		b. CITY		c. STATE
19.a. APPROVING OFFICIAL NAME <i>(Last, First, Middle Initial)</i>		b. POSITION/TITLE				
c. TELEPHONE NUMBER <i>(Include area code)</i>		d. SIGNATURE				e. DATE SIGNED (YYYYMMDD)
(1) COMMERCIAL		(2) DSN				
FOR DTIC USE ONLY						

SECTION V - SUBJECT FIELDS AND GROUPS (X as applicable. All applicants must complete Section V if requesting access to classified data. The first number is the subject field, the second is the more specific group.)					
01	Aviation Technology (ALL)	11	Materials (Continued)	18	Nuclear Science & Technology (ALL)
01	Aerodynamics	03	Coatings, Colorants & Finishes	01	Fusion Devices (Thermonuclear)
02	Military Aircraft Operations	04	Laminates & Composite Materials	02	Isotopes
03	Aircraft	05	Textiles	03	Nuclear Explosions & Devices (Non-Military)
03.01	Helicopters	06	Metallurgy & Metallography	04	Nuclear Instrumentation
03.02	Bombers	06.01	Properties of Metals & Alloys	05	Nuclear Power Plants & Fission Reactor Engineering
03.03	Attack and Fighter Aircraft	06.02	Fabrication Metallurgy	05.01	Nuclear Fission Reactors (Power)
03.04	Patrol & Reconnaissance Aircraft	07	Miscellaneous Materials	05.02	Nuclear Fission Reactors (Non-Power)
03.05	Transport Aircraft	08	Lubricants & Hydraulic Fluids	06	Nuclear Radiation Shielding Protection & Safety
03.06	Training Aircraft	09	Plastics	07	Radioactivity, Radioactive Wastes & Fission Products
03.07	V/STOL	10	Elastomers & Rubber	08	SNAP (Systems for Nuclear Auxiliary Power) Technology
03.08	Gliders and Parachutes	11	Solvents, Cleaners & Abrasives	09	Fission Reactor Physics
03.09	Civilian Aircraft	12	Wood, Paper & Related Forestry Products	10	Fission Reactor Materials
03.10	Pilotless Aircraft	12	Mathematical & Computer Sciences (ALL)	19	Ordnance (ALL)
03.11	Lighter-than-Air Aircraft	01	Numerical Mathematics	01	Ammunition & Explosives
03.12	Research & Experimental Aircraft	02	Theoretical Mathematics	01.01	Pyrotechnics
04	Flight Control & Instrumentation	03	Statistics & Probability	02	Aerial Bombs
05	Terminal Flight Facilities	04	Operations Research	03	Combat Vehicles
06	Commercial & General Aviation	05	Computer Programming & Software	04	Armor
02	Agriculture (ALL)	06	Computer Hardware	05	Fire Control & Bombing Systems
01	Agricultural Chemistry	07	Computer Systems	06	Guns
02	Agricultural Economics	08	Computer Systems Management & Standards	07	Rockets
03	Agricultural Engineering	09	Cybernetics	08	Underwater Ordnance
04	Agronomy, Horticulture, & Aquiculture	13	Mechanical, Industrial, Civil & Marine Engineering (ALL)	08.01	Torpedoes
05	Animal Husbandry & Veterinary Medicine	01	Air Conditioning, Heating, Lighting & Ventilating	09	Explosions
06	Forestry	02	Civil Engineering	10	Ballistics
03	Astronomy & Astrophysics (ALL)	03	Construction Equipment, Materials & Supplies	11	Nuclear Weapons
01	Astronomy	04	Containers & Packaging	12	Directed Energy Weapons
02	Astrophysics	05	Couplers, Fasteners & Joints	13	Guided Munitions
03	Celestial Mechanics	06	Surface Transportation & Equipment	20	Physics (ALL)
04	Atmospheric Sciences (ALL)	06.01	Surface Effect Vehicles/Amphibious Vehicles	01	Acoustics
01	Atmospheric Physics	07	Hydraulic & Pneumatic Equipment	02	Crystallography
02	Meteorology	08	Manufacturing & Industrial Engineering & Control of Production Systems	03	Electricity & Magnetism
05	Behavioral & Social Sciences (ALL)	09	Machinery & Tools	04	Fluid Mechanics
01	Administration & Management	10	Marine Engineering	05	Atomic & Molecular Physics & Spectroscopy
02	Information Science	10.01	Submarine Engineering	06	Optics
03	Economics & Cost Analysis	11	Pumps, Filters, Pipes, Tubing, Fittings & Valves	06.01	Fiber Optics & Integrated Optics
04	Government & Political Science	12	Safety Engineering	07	Particle Accelerators
05	Sociology & Law	13	Structural Engineering & Building Technology	08	Nuclear Physics & Elementary Particle Physics
06	Humanities & History	14	Test Equipment, Research Facilities & Reprography (ALL)	09	Plasma Physics & Magnetohydrodynamics
07	Linguistics	01	Holography	10	Quantum Theory & Relativity
08	Psychology	02	Test Facilities, Equipment & Methods	11	Mechanics
09	Personnel Management & Labor	03	Recording & Playback Devices	12	Solid State Physics
06	Biological & Medical Science (ALL)	04	Photography	13	Thermodynamics
01	Biochemistry	05	Printing & Graphic Arts	14	Radiofrequency Wave Propagation
02	Genetic Engineering & Molecular Biology	15	Military Sciences (ALL)	15	Electromagnetic Pulses
03	Biology	01	Military Forces & Organizations	21	Propulsion, Engines & Fuels (ALL)
04	Anatomy & Physiology	02	Civil Defense	01	Air Breathing Engines (Unconventional)
05	Medicine & Medical Research	03	Defense Systems	02	Combustion & Ignition
06	Ecology	03.01	Antimissile Defense Systems	03	Electric & Ion Propulsion
07	Radiobiology	03.02	Antiaircraft Defense Systems	04	Fuels
08	Food, Food Service & Nutrition	03.03	Antisatellite Defense Systems	05	Jet & Gas Turbine Engines
09	Hygiene & Sanitation	04	Military Intelligence	06	Nuclear Propulsion
10	Stress Physiology	05	Logistics, Military Facilities & Supplies	07	Reciprocating & Rotating Engines
11	Toxicology	06	Military Operations, Strategy & Tactics	08	Rocket Engines
12	Medical Facilities, Equipment & Supplies	06.01	Naval Surface Warfare	08.01	Liquid Propellant Rocket Engines
13	Microbiology	06.02	Undersea & Antisubmarine Warfare	08.02	Solid Propellant Rocket Engines
14	Weapons Effects (Biological)	06.03	Chemical, Biological & Radiological Warfare	09	Rocket Propellants
15	Pharmacology	06.04	Nuclear Warfare	09.01	Liquid Rocket Propellants
07	Chemistry (ALL)	06.05	Space Warfare	09.02	Solid Rocket Propellants
01	Industrial Chemistry/Chemical	06.06	Land Mine Warfare	22	Space Technology (ALL)
02	Inorganic Chemistry	06.07	Unconventional Warfare	01	Astronauts
03	Organic Chemistry	16	Guided Missile Technology (ALL)	02	Unmanned Spacecraft
04	Physical Chemistry	01	Guided Missile Launching & Basing Support	03	Spacecraft Trajectories and Reentry
05	Radiation & Nuclear Chemistry	02	Guided Missile Trajectories, Accuracy & Ballistics	04	Ground Support Systems & Facilities for Space Vehicles
06	Polymer Chemistry	02.01	Guided Missile Dynamics, Config. & Control	05	Manned Spacecraft
08	Earth Sciences & Oceanography	03	Guided Missile Warheads & Fuzes	23	Biotechnology (ALL)
01	Biological Oceanography	04	Guided Missiles	01	Biomedical Instrumentation & Bioengineering
02	Cartography & Aerial Photography	04.01	Air- & Space-Launched Guided Missiles	02	Human Factors Engineering & Man Machine Systems
03	Physical & Dynamic Oceanography	04.02	Surface-Launched Guided Missiles	03	Bionics
04	Geomagnetism	04.03	Underwater-Launched Guided Missiles	04	Protective Equipment
05	Geodesy	05	Guided Missile Reentry Vehicles	05	Life Support Systems
06	Geography	17	Navigation, Detection & Countermeasures (ALL)	06	Escape, Rescue & Survival
07	Geology, Geochemistry & Mineralogy	01	Acoustic Detection & Detectors	24	Environmental Pollution & Control (ALL)
08	Hydrology, Limnology & Potamology	02	Non-Acoustic/Non-Magnetic Submarine Detection	01	Air Pollution & Control
09	Mining Engineering	03	Direction Finding	02	Noise Pollution & Control
10	Soil Mechanics	04	Countermeasures	03	Solid Wastes Pollution & Control
11	Seismology	04.01	Radio Countermeasures	04	Water Pollution & Control
12	Snow, Ice, & Permafrost	04.02	Acoustic Countermeasures	05	Pesticides Pollution & Control
09	Electrotechnology & Fluidics (ALL)	04.03	Radar Countermeasures	06	Radiation Pollution & Control
01	Electrical & Electronic Equipment	04.04	Optical Countermeasures	07	Environmental Health & Safety
02	Fluidics & Fluierics	05	Optical Detection & Detectors	25	Communications (ALL)
03	Lasers & Masers	05.01	Infrared Detection & Detectors	01	Telemetry
04	Line, Surface & Bulk Acoustic Wave Devices	05.02	Ultraviolet Detection & Detectors	02	Radio Communications
05	Electrooptical & Optoelectronic Devices	06	Magnetic & Electric Field Detection & Detectors	03	Non-Radio Communications
06	Acoustooptic & Optoacoustic Devices	07	Navigation & Guidance	04	Voice Communications
07	Electromagnetic Shielding	07.01	Land & Riverine Navigation & Guidance	05	Command, Control & Communications Systems
10	Power Propulsion & Energy Conversion (Nonpropulsive) (ALL)	07.02	Underwater & Marine Navigation & Guidance	ALL	ALL SUBJECT FIELDS AND GROUPS
01	Non-Electrical Energy Conversion	07.03	Air Navigation & Guidance		
02	Electric Power Production & Distribution	07.04	Space Navigation & Guidance		
03	Electrochemical Energy Storage	08	Miscellaneous Detection & Detectors		
04	Energy Storage	09	Active & Passive Radar		
11	Materials (ALL)	10	Seismic Detection & Detectors		
01	Adhesives, Seals & Binders	11	Target Direction, Range & Position Finding		
02	Ceramics, Refractories & Glass				
02.01	Refractory Fibers				